

TAK SUN SECONDARY SCHOOL
AWE Programme
2025-2026

Student Reference Manual for non-local Programmes

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Student Name:	
Class:	Class No.:
Programme Code:	
AWE Head / Teachers:	

Document 1

Contacts of Chinese Embassy (overseas)

Chinese Embassy

駐德意志聯邦共和國大使館領事部 EMBASSY OF THE PEOPLE'S REPUBLIC OF CHINA IN THE REPUBLIC IN THE FEDERAL REPUBLIC OF GERMANY Address: Märkisches Ufer 54, 10179 Berlin	Area code: 49 Phone: 030-27588-0 Emergency: 030-27588551 Fax : 030-27588221
駐捷克共和國大使館領事部 EMBASSY OF THE PEOPLE'S REPUBLIC OF CHINA IN THE REPUBLIC IN CZECH REPUBLIC Address: Pelléova 18, 160 00 Praha 6– Bubeneč, Czech Republic	Area code: 420 Phone : 233028898 Emergency: 728939951 Fax : 233028880
駐英國及北愛爾蘭大使館領事部 EMBASSY OF THE PEOPLE'S REPUBLIC OF CHINA IN THE REPUBLIC IN THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND Address: 31 PORTLAND PLACE, LONDON, W1B 1QD	Area code: 44 Phone : 020-72994049 Emergency: 020-72998439
駐摩洛哥王國大使館領事部 EMBASSY OF THE PEOPLE'S REPUBLIC OF CHINA IN THE REPUBLIC IN THE KINGDOM OF MOROCCO Address: 16, Avenue Ahmed Balafrej, Souissi, Rabat	Area code: 212-53 Phone : 7754056 Emergency: 728939951 Fax : 659394
駐大韓民國大使館 EMBASSY OF THE PEOPLE'S REPUBLIC OF CHINA IN <u>KOREA</u> Address: 2 Gil 27, Myeong-Dong, Jung-Gu, Seoul	Area code: 82 Phone : 00822-7381038 Fax : 00822-7381038
駐新加坡共和國大使館領事部 EMBASSY OF THE PEOPLE'S REPUBLIC OF CHINA IN THE REPUBLIC OF <u>SINGAPORE</u> Address: 150 Tanglin Road, Singapore 247969	Area code: 0065 Phone: 64712117 / 64795345 Fax: 64793250 / 64795910 / 64792353
駐馬來西亞大使館 EMBASSY OF THE PEOPLE'S REPUBLIC OF CHINA IN THE REPUBLIC IN MALAYSIA Address: 1st Floor, Plaza OSK, 25 Jalan Ampang, 50450 Kuala Lumpur, Malaysia	Area code: 60 Phone : 006-03-21645272 Emergency : 006-03-21645301
駐悉尼總領事館 (澳洲) CONSULATE-GENERAL OF THE PEOPLE'S REPUBLIC OF CHINA IN <u>SYDNEY</u> Address: 39 Dunblane Street, Camperdown, NSW 2050, Australia	Area code: 61 Phone : 0061-2-85958002 Fax : 0061-2-85958021
香港旅遊發展局 (台北) 地址：台灣台北市中正區忠孝西路一段 66 號 29 樓 Address: 29/F, No.66, Sec. 1, Zhongxiao West Rd., Zhongzheng Dist, Taipei 10018, Taiwan	地區號：886 2 電話：2389 8080 傳真：2389 8090

Consulate-general in Hong Kong

Country	Address	Phone
Japan	46-47 floor, One Exchange Square, 8 Connaught Place, Central, Hong Kong	2522 1184 (phone) 2868 0156 (fax)
Korea	5-6 floors, Far East Finance Centre, 16 Harcourt Road, Wanchai, Hong Kong	2529 4141 (phone) 2861 3699 (fax)
Singapore	Unit 901, 9 th floor, Admiralty Centre Tower I, 18 Harcourt Road, Hong Kong	2527 2212 (phone) 2866 1239 (fax)

Emergency Number List

緊急事故 (外國) Emergency (Overseas)	
Hong Kong Immigration Department Assistance to Hong Kong Residents Unit 24-hour Hotline 香港入境事務處 協助在外香港居民小組 24 小時熱線電話	(852) 1868
Japan 日本	Police 110 Ambulance / Fire 119
Korea 韓國	Police 112 Ambulance / Fire 119
Singapore 新加坡	Police 999 Medical / Fire 995
Malaysia 馬來西亞	Police 999 Medical / Fire 999
Morocco 摩洛哥	Ambulance 141 / 15 Fire Services 119 Police 19
Germany 德國	Police 110 Ambulance / Fire 112
United Kingdom 英國	Police 999 Ambulance / Fire 112
Czech 捷克	Ambulance 155 Fire Services 150 Police 158
Australia 澳洲	Emergency 000
Taiwan 台灣	Police 110 Medical / Fire 119

Document 3

Local Useful Contacts

Student is advised to complete the following information for reference. Information may be obtained through your AWE teacher. Please prepare the information for each destination.

Travel Agency's local Contact

Name and Address	Phone no.
Remarks	

Hotel Name	Address	Phone no.

Document 4a

General guidelines of overseas travel

Clothing

- Take heed of the weather of your destinations and wear suitable clothing accordingly.

Food

- When travelling in places where the hygienic condition is poor, consume only cooked food, and bottled or tinned beverages.
- Bring with you the medicine that you usually take. Chronic patients should always carry their medical records with them.

Accommodation (see also Document 8 “Hotel Fire: Survival Tips”)

- Look out for the emergency exits and fire escape routes in your hotel. Check if the windows can be opened and locate the fire extinguishers.
- In case of fire, avoid inhaling any smoke. Seal the door gaps and cover your face with wet towels. Wet your clothes to prevent them from catching fire. Do not use elevators.
- Put your room key in the same place every night so that you can reach for it even in darkness.
- Carry as little cash as possible and do not wear precious watches or jewellery.
- Make sure that all doors and windows are securely locked before going to bed or going out.

Activities

- Abide by the local laws.
- Follow instructions of your tour escort and tour guide when taking part in group activities; **do not leave the tour group.**
- Bring with you a map, the address and telephone numbers of your hotel, and the telephone numbers for local emergency services when you go out on your own. Find out the fare and the time needed for travelling, and take notice of any recognisable sign near your hotel.
- Evaluate your physical conditions before taking part in any high risk activities. Follow strictly all safety guidelines, e.g. wear a life-saving jacket, fasten the safety-belt, and wear suitable or specified clothing, etc.
- Check all safety measures and life-saving devices. If you have any doubt, ask for clarification and re-consider whether or not to take part in the activity.
- Pay heed to advice and warnings, e.g. do not roam around and feed animals in safari parks.
- When travelling in places with a high crime rate, be alert all the time.

Others

- Do not carry or keep anything for strangers, including newly acquainted tour members, to prevent being cheated into smuggling and prosecuted as a result.
- Keep valuables in your hand luggage.
- Put the tour label, your name and contact numbers on your luggage so that it can be returned to you in case it is lost and found.
- In case you lose your luggage, notify the relevant organisation (e.g. the hotel or the airline) as soon as possible. Contact the police and obtain a police report to document the loss. If the luggage cannot be found, keep the police report as support for claims from the relevant organisation and the insurance company, if insurance has been taken out.
- Pay attention when buying wildlife products as souvenirs abroad since the import, export or re-export of endangered species and their products is subject to licensing control. Commonly encountered examples include ivory, tortoises, orchids and cacti. For details, visit the website of the Agriculture, Fisheries and Conservation Department or call 1823 Call Centre.

Reference:

<https://www.tichk.org/en/travellers/outbound-advice/during-journey>

旅客注意事項

衣

- 留意當地的天氣，穿著合適的衣物。

食

- 在環境衛生較差的地區旅遊時，應選擇煮熟的食物及包裝飲料。
- 帶備常用或慣用的藥物。長期病患者應攜帶病歷紀錄，以備不時之需。

住（請參閱 Document 8: “Hotel Fire: Survival Tips”）

- 注意酒店的逃生出口及路線，檢查房間窗戶是否可以開啟，以及救火用品的位置。
- 萬一發生火警，應避免吸入濃煙，同時以濕毛巾堵塞門隙及掩面，並弄濕身上衣物，減少著火的可能。切勿使用升降機。
- 每晚把房間鑰匙放在相同位置，以便於黑暗中也能儘快拿取。
- 避免攜帶大量現金、名貴手錶或首飾。妥善保管旅遊證件。
- 臨睡或出外前檢查門窗是否鎖好。

行

- 遵守當地法例。
- 聽從領隊和導遊的指示，**避免離開團隊**，以策安全。
- 不管因任何理由不隨團活動，都應隨身攜帶地圖及住宿酒店的地址電話，及當地的緊急電話號碼，並在出外前查詢往返的交通工具、所需費用和時間，以及留意附近容易辨認的標記。
- 參加各項風險較高的活動前，必須衡量個人的健康狀況及能力，並遵守有關活動的安全指引，例如：穿著救生衣、扣上安全帶、穿著合適或指定的衣物等。
- 檢查各項安全措施及救生設備；一有懷疑，應詳加查詢並細心考慮是否參加活動。
- 不可輕視各類警告，例如：在野生動物園內切勿隨處走動及餵飼動物等。
- 在治安不良的地區旅遊時，要特別提高警覺，避免單獨外出。

其他

- 切勿替陌生人（包括初相識的團友）攜帶或暫存任何物品，以免因誤藏違禁品而遭受檢控。
- 把貴重物品收藏在手提行李內。
- 在行李上清楚填寫姓名及聯絡方法，並貼上團章，以便行李遺失後尋獲時，易於送還。
- 如遺失了行李，應儘快通知有關機構(如：酒店、航空公司等)，並且報警。如最終未能尋回，必須保留報案紙，以向有關機構或保險公司(如已購買保險)索償。
- 由於瀕危物種及其製成品的進口、出口或再出口都受許可證制度規管，因此，在本地購買以野生動植物製成的紀念品時，應留意是否屬於瀕危物種。常見例子包括象牙、陸龜、蘭花、仙人掌。詳情可瀏覽漁農自然護理署網站或致電 1823 電話中心查詢。

參考網頁：

<https://www.tichk.org/zh-hant/travellers/outbound-advice/during-journey>

Travel Health Advice

International travellers are subjected to various form of stress that may reduce their resistance to disease: crowding, long hours of waiting, disruption of eating habits, changes in climate and time zone etc. The principle for healthy travel is to identify and minimise the effects of such risks. In order to assess the risks involved, you should know your destination well!

Pre-travel consultation

- If you have any medical problems, you have to discuss with your family doctor before travel.
- Medications that need to be taken regularly should be carried as hand baggage.
- Make a record of the medicines you are using.
- Check with your travel agent, doctor or the Port Health Office for the types of vaccines required. These may include vaccination against hepatitis A and B, yellow fever (required under the International Health Regulations if you visit certain countries in Africa and South America), typhoid fever, etc.
- If you need vaccination, tell the doctor about any allergies you may have before receiving the vaccine.

Food and personal hygiene

- Always wash hands before eating and after going to toilets.
- Take only thoroughly cooked food.
- Avoid partially cooked seafood including shellfish.
- Drink only boiled water or bottled drinks by reputable companies, and pasteurised milk or dairy products.
- Avoid drinks prepared by ice of unknown origin.
- Avoid peeled fruits and vegetables not thoroughly cleaned.
- Do not patronise street-side unlicensed food hawkers.

Avoiding mosquito-borne diseases

Mosquito can transmit several lethal diseases such as yellow fever, dengue fever and malaria. Personal protection measures are paramount at all times. Be faithful in carrying out the following measures to prevent insect bite:

- Avoid being outdoors during mosquito feeding times (between dusk and dawn for Malaria; daytime for Dengue Fever).
- Stay in air-conditioned rooms or those protected by screens.
- While outdoors, wear long-sleeved clothing to cover the arms, legs, and particularly the ankles.
- Apply insect repellent to exposed skin. Choose one containing DEET (N,N-Diethyl-3-toluamide). Repeated application may be required. Concentration of 'DEET' should not exceed 35% for adult and 20% for children.
- If accommodations allow entry of mosquitoes, use a mosquito net over the bed.

Animals

- In areas of endemic Rabies, even domestic dogs and cats should not be petted. Avoid contact with wild animals, especially bats, jackals and monkeys.
- When bitten by an animal abroad, seek local competent opinion as to the possibility of Rabies in the area. There is a vaccine available for those who have chances to catch the disease.
- Avoid areas of rodent infestation. Do not touch sick rodents like squirrels, prairie dogs.

Accidents

- Traffic accidents are the leading cause of death among travellers.
- Be careful in high-risk activities like sky diving, shooting rapids, high altitude trekking, diving etc.

Temperature change

- Exposure to extreme high temperature or low temperature may cause illnesses.
- In high temperature and humid environment, excessive exercise can lead to loss of body fluid and salt, causing the person to become exhausted. Travellers should prepare enough drinking water for replenishment, in order to avoid heat-stroke.
- Children and overweight people may develop hot rash easily. Fungal skin infections such as tinea tend to get worse in hot and humid environment. Shower every day, put on loose cotton cloths and apply talcum powder will help alleviate the condition.
- Excessively cold will lead to the frostbite, chilblains, and even hypothermia. Preventive measures include :
 - Put on enough winter clothes (avoid excessively tight-fitting clothing).
 - Cover the head, neck and four limbs.
 - Remove wet clothes as soon as possible
 - Do not smoke and drink.
 - Do not touch metals with bare hands.

Reference:

http://www.travelhealth.gov.hk/english/travel_health_advice/travel_health_advice.html

Travel Health News from the Department of Health, HKSAR

<http://www.travelhealth.gov.hk/english/outbreaknews/outbreaknews.html>

健康旅遊守則

國際旅遊人士常遇見不同程度的困擾，如過度擠迫、長時間等候、飲食習慣的改變、氣候的不適應、時間差距等，令旅遊者的抵抗能力降低。健康旅遊的守則就是要減少以上情況發生的機會，使旅遊者清楚了解目的地的環境，從而努力減少風險。

出發前的查詢

- 如你有醫療上的問題，你應該在出發前先諮詢你的家庭醫生。
- 若有經常服食的藥物，緊記出發前放於手提行李內。
- 記錄你常服藥物的詳情。
- 可向你的旅行社、醫生或港口衛生處查詢是否需要注射疫苗。疫苗注射種類包括甲型及乙型肝炎、黃熱病（進入某些非洲和南美洲國家是需要出示國際預防黃熱病注射證明書）、腸熱病等。
- 如有需要注射預防疫苗，請在注射前告訴你的醫生有否對藥物或食物敏感。

食物及個人衛生

- 緊記進食前和如廁後一定要洗手。
- 只進食完全熟透的食物。
- 避免進食半熟的海產類食物，包括貝殼類。
- 只飲用煮沸的水、由信譽良好的公司製成的樽裝飲品、及經消毒的奶類或其製品。
- 避免飲用加入來歷不明的冰塊的飲料。
- 不要吃已去皮的生果和未經洗淨的蔬菜。
- 不要光顧無牌路邊熟食檔。

避免蚊子傳播的疾病

蚊子能傳播幾種致命疾病，如黃熱病、登革熱、西尼羅病毒及瘧疾等。因此，個人保護措施是不能輕視的，故要努力實行以下的防蚊措施：

- 避免在蚊子覓食時間留在戶外地方（瘧蚊和傳播西尼羅病毒的庫蚊喜歡在黃昏至清晨覓食，而傳播登革熱或黃熱病的伊蚊則喜歡在日間覓食）
- 在戶外時，應穿長袖衫及長褲保護手腳，特別是足踝。
- 於外露的皮膚塗搽驅蚊劑，選用有避蚊胺（即 DEET）成份者。要重覆塗搽。避蚊胺的濃度，用於成人不應高於 35%，小孩則不應高於 20%。
- 應留在有空氣調節或有蚊屏的房間作息。
- 如房間沒有隔蚊設備，可用蚊帳覆蓋床鋪。

動物

- 狂犬症疫區，不要接觸野生動物如蝙蝠、胡狼和猴子，就算是有人飼養的貓狗也不可以。
- 如在外地被動物咬傷，應請教當地專家，看有沒有感染瘋狗症的可能。如有機會染上瘋狗症可接受適當疫苗注射。
- 避免前往嚙齒類動物集居的地方，不要接觸有病的嚙齒類動物如松鼠、犬鼠等。

意外

- 交通意外是引致旅遊者死亡的主要原因。
- 應小心進行高危險性的活動如跳傘、激流、登山等。

溫度的變化

- 暴露在極度高溫或低溫下都可引致生病。
- 於高溫及潮濕的情況下，運動過度會引致身體水份及鹽份流失，使人疲憊。旅遊人士應預備足夠的食水，以作補充，避免中暑。
- 小孩和肥胖人士，常會產生熱痱。真菌類皮膚病，例如癬，會於炎熱及潮濕情況下惡化。每天淋浴、穿鬆身棉衣和搽上爽身粉會幫助減輕病情。
- 過度的寒冷會引至凍傷、凍瘡、甚至低溫症。預防措施包括：
 - 穿上足夠的禦寒衣物（避免過度緊身者）。
 - 遮蓋頭部、頸及四肢。
 - 迅速除掉被弄濕的衣物。
 - 不要吸煙及喝酒。
 - 不要徒手觸摸金屬。

參考網頁：

http://www.travelhealth.gov.hk/tc_chi/travel_health_advice/travel_health_advice.html

每週國際旅遊健康情報（衛生署）：

http://www.travelhealth.gov.hk/tc_chi/outbreaknews/outbreaknews.html

Document 6a

Assistance Services to Hong Kong Residents outside Hong Kong

Guide to Consular Protection and Services Outside Chinese Territory

In pursuance of the relevant laws of the People's Republic of China, the provisions of international treaties which China has entered into and signed as well as international practices, diplomatic representatives and consular organs of the People's Republic of China posted abroad are entrusted with the responsibilities of protecting the legal rights and interests of Chinese citizens outside Chinese territory. This guide helps you understand the scope of consular protection and services to be provided by diplomatic representatives and consular organs of China posted abroad.

Assistance provided by consular officers

- to issue, renew and replace travel documents, and extend the validity of travel documents for Chinese citizens or to endorse their personal particulars on travel documents.
- to provide notarization and legalization services for Chinese citizens (including notarization of translations of various certificates and documents), and subject to the laws and regulations of the receiving state, register marriages and transfer of judicial documents.
- to negotiate with the authorities concerned when the rights or freedom to be enjoyed by Chinese citizens under the laws are restricted or infringed upon in the receiving state and they could in no way safeguard their own rights and interests.
- to provide information on the prevailing situation to Chinese citizens in case of emergency such as natural disasters, political disturbances, wars and riots, etc., and to provide assistance.
- to liaise, on request, with relatives of Chinese citizens as far as possible, asking them for the necessary financial assistance.
- to notify relatives of the parties concerned in serious accidents of the case and casualties involved, and to give consultative advice on the related matters of procedure.
- to notify the concerned parties and his relatives on learning that the Chinese citizen has bequeathed a legacy, or has become a successor of an estate or a devisee; to receive and transfer the estate on his behalf.
- to provide, on request, the available names and telephone numbers of local lawyers, interpreters and doctors to the Chinese citizens.
- to visit Chinese citizens under detention, arrest or in prison. When necessary, to fight for lawful treatment on their behalf and give necessary assistance, and inform their relatives of their condition if appropriate.
- to render necessary assistance to Chinese citizens found not guilty or those released from prison on completion of their sentences so that they can leave the state early.
- to provide any other relevant consultative services.
- Assistance cannot be provided by consular officers
- to intervene in court proceedings, shield your unlawful act, absolve you from sentences beyond the laws and regulations of the receiving state.
- to get better treatment for you in hospitals, in detention or in prison than is provided for local citizens.
- to pay your hotel, legal, medical, air/sea/land travel expenses or any other bills.
- to help you get a job or obtain a work permit.
- to help you in your application for permanent residence in that state.
- to accommodate you in the office of the diplomatic representative or consular organs.

Obey the law

Chinese citizens outside Chinese territory should obey the laws and regulations of the receiving state, respect the customs and practices of the people in that state and get along with them harmoniously. They should also participate actively in promoting economic prosperity of the receiving state, and foster co-operation and communication between our nation and the receiving state.

If you have anything stolen

If you lose your money, passport or any other things abroad, report it first to the local police and request for a documentary proof of the loss, and inform the diplomatic representative or consular organ of China in that state about the loss immediately and request for assistance.

If you are arrested

If you commit an offence, you should bear the legal consequences. If you are arrested or detained for any charge of offence, you have the right to request the authorities concerned to inform the diplomatic representative or consular organ of China in that state.

If someone dies

In case of serious accident happening to your relatives or companions or resulting in death for whatever cause, contact the diplomatic representative or consular organ in that state immediately, the consular officers will offer assistance whenever possible.

Points for attention

- Consular officers are not allowed to exceed their scopes of duties in providing consular protection and services to Chinese citizens.
- The relevant provisions lay down that fees will be charged for some consular services.
- If you wish to have consular protection and services while you are overseas, you may make enquiries with the local government officials or police for the addresses and telephone numbers of diplomatic representatives and consular organs of the People's Republic of China at that place. Such information is also available from the "Topical Information" page of the Hong Kong Immigration Department website at <http://www.immd.gov.hk/> or from https://www.immd.gov.hk/eng/services/Assistance_Outside_Hong_Kong.html directly. You may also make enquiries through the hotlines of Hong Kong Immigration Department at (852) 2829 3010 (during office hours) or (852) 2543 1958 (outside office hours).
- The Ministry of Foreign Affairs of the People's Republic of China is responsible for giving explanations on this guide.

中國境外領事保護和服務指南

什麼是領事保護

領事保護，是指派遣國的外交、領事機關或領事官員，在國際法允許的範圍內，在接受國保護派遣國的國家利益、本國公民和法人的合法權益的行為。當中國公民、法人的合法權益在駐在國受到不合法的侵害時，中國駐外使、領館依據公認的國際法原則、有關國際公約、雙邊條約或協定以及中國和駐在國的有關法律，反映有關要求，敦促駐在國當局依法公正、友好、妥善地處理。領事保護還包括中國駐外使、領館向中國公民或法人提供幫助或協助的行為，如提供國際旅行安全方面的信息、協助聘請律師和翻譯、探視被羈押人員、協助撤離危險地區等。

領事官員可以提供的協助

- 可以在您遭遇意外時協助您將事故或損傷情況通知親屬。
- 可以為遺失旅行證件或無證件的中國公民簽發旅行證件或回國證明。
- 符合申領香港特別行政區護照或簽證身份書的香港居民，可透過中國駐外的使、領館遞交申請書及領取獲簽發的旅行證件。
- 可以在您被拘留、逮捕或服刑時，根據您的請求對您進行探視。
- 可以為您推薦律師、翻譯和醫生，以幫助您進行訴訟或尋求醫療救助。
- 可以在您遇到經濟困難時協助您與親屬聯繫，以便及時解決所需費用。
- 可以在駐在國發生重大突發事件時，為您撤離危險地區提供諮詢和必要的協助。
- 可以協助您尋找懷疑遇險或被拘留的親友。
- 可以根據中華人民共和國有關法律、法規和相關國際條約為中國公民辦理有關文件的公證、認證；在與所在國的法律規章不相抵觸的情況下辦理中國公民間的婚姻登記手續。

領事官員不可以提供的協助

- 不可以干預所在國的司法或行政行為。
- 不可以參與仲裁或解決您與他人的經濟、勞資和其他民事糾紛。
- 不可以幫助您在治療、拘留或監禁期間獲得比當地人更佳的待遇。
- 不可以為您支付酒店、律師、翻譯、醫療及旅行（機/船/車票）費用或任何其他費用。
- 不可以為您申辦簽證。
- 不可以替您提出法律訴訟。

遵守法律

在中國境外的中國公民應當遵守接受國的法律、法規，尊重當地的風俗習慣。嚴格按照簽證或居留許可上允許的時間在有關國家停留。

遇有財物被竊

您應立即向當地警方報告，索取一份警察報告副本，也可向中國駐該國的使、領館聯繫，讓家人通過使、領館□款，或通過外交部轉交。

倘若被羈押或監禁時

一旦觸犯法律，您應承擔法律後果。若您被控觸犯法律而被拘留或逮捕，您有權要求有關當局面見中國使、領館領事官員。

如有人喪生

如親友或同行者在境外死亡時，中國駐當地使領館可應您的請求對當地發出的死亡證明書辦理認證，使領館也可為您提供辦理遺體事務的公司名單。

注意事項

- 領事官員對中國公民提供領事保護和服務時，不能超越其執行領事職務的權限。
- 根據有關規定，部分領事服務須收取相關費用，如辦理各證件的費用等。
- 如果你身處海外而希望得到領事保護和服務，你可向當地政府人員或警方查詢有關中國駐當地的外交代表機關或領事機關的地址和電話。上述資料，亦可從香港入境事務處網頁 <http://www.immd.gov.hk> 專題資料欄中或直接進入 https://www.immd.gov.hk/hkt/services/Assistance_Outside_Hong_Kong.html#cc 的網頁獲得。你也可以致電香港入境事務處的熱線電話(852)1868 查詢。
- 中華人民共和國外交部負責對本指南提供解釋。

本指南相關網址

- 外交部網頁 <http://www.fmprc.gov.cn>
- 外交部駐香港特別行政區特派員公署網頁 <http://www.fmcoprc.gov.hk>

Document 7a

Guide to Assistance Services to Hong Kong Residents in the Mainland

Hong Kong residents, who have met with accidents or are arrested or detained for being involved in criminal cases in the Mainland, may request assistance from the Immigration Department, the Office of the Government of the Hong Kong Special Administrative Region in Beijing or the Economic and Trade Office of the Government of the Hong Kong Special Administrative Region in Guangdong whenever necessary. This guide aims at outlining the scope of assistance that can be provided by the Government of the Hong Kong Special Administrative Region.

Assistance that can be provided by the Government of the Hong Kong Special Administrative Region

- to issue Entry Permits to Hong Kong residents, who have lost their identity documents in the Mainland, for their returning to Hong Kong.
- upon receipt of information that serious accidents or casualties have happened to Hong Kong residents, to notify relatives of the parties concerned in Hong Kong and to give advice on the related procedural matters.
- to liaise, on request from the parties concerned, with their relatives and friends in Hong Kong for rendering financial assistance to the parties concerned.
- upon receipt of notification from the law enforcement agencies of the Mainland regarding the arrest or detention of Hong Kong residents, to pass information to relatives of the parties concerned in Hong Kong.
- to inquire, on request from the relatives and friends of the parties concerned, about the situation of the case involving Hong Kong residents being arrested or detained by the law enforcement agencies of the Mainland.
- to provide, on request from the parties concerned or their relatives and friends, information on lawyers in the Mainland.
- to provide any other relevant advisory services.

Assistance that cannot be provided by the Government of the Hong Kong Special Administrative Region

- to intervene in the judicial system and administrative operations of the Mainland when providing assistance to Hong Kong residents under the Principle of 'One Country, Two Systems'.
- to shield the unlawful act of the parties concerned or absolve them from criminal liability.
- to get better treatment for the parties concerned in hospitals, under detention or in prison than that provided for Mainland residents.
- to pay the hotel, legal, medical and travelling expenses or any other bills for the parties concerned.

Property stolen

In the event of loss of money, identity documents or any other belongings in the Mainland, report it first to the Public Security authorities and obtain a documentary proof of the report of loss. If assistance for returning to Hong Kong is needed, the parties concerned may contact the Immigration Department, the Office of the Government of the Hong Kong Special Administrative Region in Beijing or the Economic and Trade Office of the Government of the Hong Kong Special Administrative Region in Guangdong.

Serious accidents or casualties

In case of serious accidents or casualties for whatever cause happening to the relatives and friends or companions of Hong Kong residents in the Mainland, report should be made to the Public Security authorities immediately. If further assistance is needed, the parties concerned may contact the Immigration Department, the Office of the Government of the Hong Kong Special Administrative Region in Beijing or the Economic and Trade Office of the Government of the Hong Kong Special Administrative Region in Guangdong.

Detention or arrest

Hong Kong residents should abide by the laws and regulations of the Mainland while they are staying in the Mainland.

Should such persons contravene the laws in the Mainland, the parties concerned have to bear the legal consequences. If the parties concerned are arrested or detained for any charge of criminal offence, they may request the Public Security authorities to notify their relatives in accordance with the laws.

Other information

Hong Kong residents may refer to the relevant booklets for details about the criminal procedures in the Mainland which are obtainable at the District Offices of the Home Affairs Department or the Immigration Department of the Government of the Hong Kong Special Administrative Region, and may also visit the following homepages:

- <http://www.info.gov.hk/bjo/f/book-f.htm>
- <http://www.immd.gov.hk/pdforms/id938e.pdf>

協助在內地的香港居民服務指南

香港居民在內地遭遇意外或因涉及刑事案件而被拘留或逮捕等事需要尋求協助時，可向香港特別行政區政府入境事務處、駐北京辦事處或駐粵經濟貿易辦事處提出。本指南旨在說明香港特別行政區政府可提供協助的範圍。

香港特別行政區政府可以提供的協助

- 為丟失了身份證明文件的香港居民簽發入境許可證，以便他們返回香港。
- 收到港人遭遇嚴重意外或傷亡的消息，將情況通知當事人在港的親屬，並就有關的程序事宜提供諮詢意見。
- 應當事人的要求，聯絡其在港親友，請他們給予當事人金錢上的援助。
- 收到內地執法機關有關香港居民被拘留或逮捕的通知後，把情況轉告其在港的親屬。
- 應當事人親友的要求，就被拘留或逮捕的香港居民個案，向內地執法機關了解情況。
- 應當事人或其親友的要求，提供有關內地律師的資料。
- 提供其他有關的諮詢服務。

香港特別行政區政府不能夠提供的協助

- 按照「一國兩制」原則，香港特別行政區政府為香港居民提供協助時，不能干涉內地的司法制度及行政運作。
- 不能袒護當事人的違法行為、不能為當事人開脫罪責。
- 不能協助當事人在住院治療、羈押或服刑期間獲得比內地居民較佳的待遇。
- 不能代當事人支付酒店、律師、醫療及交通等的費用或其他款項。

財物被竊

倘若在內地遺失金錢、身份證明文件或其他物品，應先向公安機關報告，並索取報失證明。如需協助返回香港，可聯絡香港特別行政區政府入境事務處、駐北京辦事處或駐粵經濟貿易辦事處。

嚴重意外或傷亡

香港居民如有親友或同行者在內地遭遇嚴重意外，或因任何原因引致傷亡，應立刻向公安機關報告。如需進一步協助，可聯絡香港特別行政區政府入境事務處、駐北京辦事處或駐粵經濟貿易辦事處。

拘留或逮捕

香港居民在內地時，應當遵守內地的法律和法規。

倘若在內地抵觸法律，當事人須要承擔法律責任。若被指控觸犯刑事法律而被拘留或逮捕，當事人依法可要求公安機關通知其親屬。

其他資料

關於內地的刑事訴訟程序，香港居民可向香港特別行政區政府民政事務處或入境事務處索閱有關的簡介，亦可瀏覽以下網頁：

- <http://www.info.gov.hk/bjo/f/book-f.htm>
- <http://www.immd.gov.hk/pdfforms/id938c.pdf>

Hotel Fire – Survival Tips

SMOKE

- In any case, your prime objective should be to LEAVE at the first sign of smoke.
- The fresh air you want to breathe is at or near the floor. Get on your hands and knees (or stomach) and STAY THERE as you make your way out.

EXITS

- After you open the door and drop your luggage, AT THAT VERY MOMENT, turn around and go back into the hallway to check your exit. It won't take 30 seconds, and believe me, you may NEVER get another chance.
- If there are 2 of you sharing a room, BOTH of you locate your exit. Talk it over as you walk towards it.
 - Is it on the left or right... do you have to turn a corner?
 - Open the exit door ... what do you see... stairs or another door?
 - Are you passing any rooms where your friends are staying? If there was a fire, you may want to bang on their doors as you go by.
 - Is there anything in the hallway that would be in your way ... an ice-machine maybe?
 - As you arrive back at your room, take a look once more.
 - Get a good mental picture of what everything looks like.
 - Do you think you could get to the exit with a "blindfold" on?

USING THE EXIT

- Should you have to leave your room during the night, it is important to CLOSE THE DOOR BEHIND YOU. This is very effective in keeping out fire and will minimize smoke damage to you belongings.
- Always TAKE YOUR KEY WITH YOU. Get into the habit of putting the key in the same place every time you stay in a hotel. You may find conditions in the hallway untenable, and want to return to your room.
- BEFORE you open the door, feel it with the palm of your hand. If the door or knob is quite hot, don't open it. The fire could be just outside.
- If the door or knob is not hot, slowly open the door and peek into the hallway to "assess conditions".
- As you make your way to the exit, STAY AGAINST THE WALL ON THE SIDE WHERE THE EXIT IS. Stay on the same side as the exit and COUNT DOORS as you go.
- When you reach the exit and begin to descend it is very important that you WALK down and HANG ONTO THE HANDRAIL as you go. Just hang on and stay out of everyone's way.
- Leave the building, cross the street and watch the action.
- As you descend you could encounter smoke that has "stacked". Do not try to "run through it". Turn around and go up, bracing yourself against the people going the other way. Hang on and keep heading up towards the roof.
- When you reach the roof, prop the door with something. This is the ONLY time you will leave a door open. Roofs have proved to be a safe secondary exit and refuge area. Stay put. Firemen will always make a thorough search.

YOUR ROOM

- Become familiar with your room.
- See if your bathroom has a vent; should you decide to remain in your room, turn it on to help remove the smoke.
- Take a good look at the window in your room.
- Does it open? Does it have a latch, a lock?
- Does it slide?
- Now open the window (if it works) and look outside. What do you see? A sign, ledges? How high up are you?
- Get a good mental picture of what's outside, it may come in handy.
- It's important you know how to OPEN your window, you may have to close it again.
- Should you wake up to smoke in your room and the door is too hot to open or the hallway is completely charged with smoke, don't panic. One of the first things you'll want to do is open the window to vent the smoke.
- Don't throw a chair through the window, if there is smoke outside and you have no window to close, it will enter your room and you will be trapped. The broken glass from the window will cut like a surgeon's scalpel.
- If there is fresh air outside, leave the window open, but keep an eye on it.
- If the room phone works, let someone know you're in there. Flip on the bathroom vent.
- Fill the bath with water. (Don't get into it - it's for fire fighting. You'd be surprised how many people try to save themselves by getting into a tub of water - that's how you cook lobsters and crabs, so you know what happens!)
- Wet some sheets or towels, and stuff the cracks of your door to keep out the smoke.
- With your ice-bucket, bail the water from the bath onto the door to keep it cool. Feel the walls - if they are hot, bail water onto them too. You can put your mattress up against the door.

ELEVATORS

- If you have any idea that there might be smoke or fire in your hotel, avoid the elevator like the plague.

JUMPING

- Most are killed or injured in the process.
- If you're on the 1st floor, you could just OPEN the window and climb out.
- From the second floor you could probably make it with a sprained ankle, but you must jump out far enough to clear the building. Many people hit windowsills and ledges on the way down, and they go into cartwheels.
- If you're any higher than the 3rd, the chances are you won't survive the fall. You would probably be better off fighting the fire.

CALLING THE FIRE DEPARTMENT

- Believe it or not, most hotels will not call the fire department until they verify whether or not there really is a fire and try to put it out themselves.
- Should you want to report a fire or smell of smoke, ask the hotel operator for an outside line for a local call. Call the fire department and tell them your room number in case you need to be rescued.